





The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:

AFMIS Training
For the Administration and Subsistence Specialist

Presented By:
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www.quartermaster.army.mil/aces









AFMIS
General AFMIS Administration

- General AFMIS Admin. Files
- Personnel
- Finance and Accounting
- Equipment Replacement
- Cook Status

When? As Needed / Quarterly







AFMIS General Administration - Tools

Management Tools


- ✓ Dining Facility File Inquiry
- ✓ Key Personnel Inquiry
- ✓ FAO Data Inquiry
- ✓ Cook Status Inquiry

The SFOS should review and ensure these Files are correct and up-to-date.





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AFMIS General Administration – Reports

Management Reports

- ✓ Daily Batch Report
 - File Updates
- ✓ Equipment Summary Report
 - Authorized – On Hand – Over/Short
- ✓ Equipment Inventory
 - Detailed Report
- ✓ Cook Status Report
 - Personnel Records




 www.quartermaster.army.mil/aces 




AFMIS General Administration - Process

Administration Files Processing


- ✓ Key Personnel Updates
- ✓ FAO Updates
- ✓ Equipment Replacement Processing
- ✓ Cook Status Processing




DF Personnel




Electrical / Mechanical



Cook Status





Disbursing Office
Data



Equipment - Other

Click in Images to View Screens

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Key Personnel

DATE: 10 Mar 96 PERSONNEL DATA INQUIRY 0JK-018
ACT CODE: 128IMP

FOOD SERVICE OFFICER	FOOD SERVICE SERGEANT
NAME: JAMES A. WYLIE	NAME: BILLY GENE BROWN
RANK: CIU	RANK: CIU
TITLE: AREA MANAGER	TITLE: DINING FACILITY MGR

RESPONSIBLE COMMANDER

NAME: JAMES D. LEE
RANK: CIU
TITLE: PROJECT MANAGER

Do you wish to print this screen? Enter Y<es or N<o

Navigation

- DFO Command Menu
- HC Maintenance
- File Maintenance
- DF Personnel

FAO Data

DATE: 10 Mar 96 FINANCE AND ACCOUNTING DATA INQUIRY AJK-021
ACT CODE: 128IMP DISBURSING OFFICE DATA
ACTIVITY NAME: DEFENSE ACCOUNTING OFFICE STATION SYMBOL: 3153
DISBURSING OFFICER NAME: ROBERT C. TUTTLE, JR.
RANK: LTC
TITLE: DAO
TYPE OF OPERATION: GOUT OWNED GOUT OPERATED
MAXIMUM CASH ALLOWED AT DINING FACILITY: \$500.00
AUTHORIZED CHANGE FUND: 0.00
NEXT AVAILABLE VOUCHER NUMBER: 43

Do you wish to print this screen? Enter Yes or No

Navigation

DFO Command Menu
HC Maintenance
File Maintenance
Disbursing Office Data

Equipment - Mechanical

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY AJK-192
FOR BUILDING 12800
SERIAL NUMBER: 1234 NSN: - - -
LINE: 012345
ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER, 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CTA 50-909 OR AMDP ><< NOT AUTHORIZED TO USE IN ARMY >>
MANUFACTURER: MODEL NUMBER:
ACQUISITION YEAR: LIFE EXPECTANCY:
ACQUISITION COST: ENERGY SOURCE CODE:
NEW LOCATION:
REMARKS:

Navigation

DFO Command Menu
Batch
Equipment Replacement
Electrical / Mechanical

Equipment - Other

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY AJK-193
FOR BUILDING 12800

ITEM NAME	LIN	BALANCE ON-HAND
BANQUETTE: TUBULAR STL FRAME UPHOLSTIE	90734N	0
RED WALL TYPE		
BOOTH DOUBLE ISLAND: TUBULAR STEEL FR	C09671	0
AME UPHOLSTERED ART LEATHER		
BOOTH SINGLE ISLAND: BLACK TUBULAR ST	C09676	0
EEL FRAME ART LEATHER UPHOL		
CARPET (WHEN CLASSIFIED AS EQUIPMENT-	91657N	0
IN-PLACE) PER FACILITY LISTED		

F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit

Navigation

DFO Command Menu
Batch
Equipment Replacement
Equipment Other

3

Cook Status Process

DATE: 10 Mar 1996 ADD PERSONNEL RECORD AJK-042

ACTIVITY CODE: [128INF]]

ACTIVITY NAME: [1/28 INF BN]

LAST NAME: [] DATE OF RANK: [01] [0]

FIRST NAME: [] DATE OF ASSIGNMENT: [01] [0]

MIDDLE INITIAL: [] PROJECTED LOSS DATE: [01] [0]

RANK: [] EDUCATION LEVEL: []

UNIT OF ASSIGNMENT: [] DEPLOYABLE? (Y/N): []

REMARKS: []

Press ESC to save
Press DEL to interrupt

Navigation

DFO Command Menu

Cook Status

"Menu Choices"

(To Return)

AFMIS

Menu Planning / Processing

- Management Tools
- Management Reports
- Non-AFMIS Menu Checks
- Production Schedule Process
- Templates

Senior Food Operations
Sergeant Responsibilities

When? Up to 20 Days Out
Monday – Wednesday - Friday

Menu Planning and Processing - Tools

Management Tools

- ✓ Issue Frequency Schedule
- ✓ Menu Planning Checklist
- ✓ Account Status
- ✓ Fiscal Year Status

Issue Frequency
Schedule

Menu Checklist

Account Status

Account Status
Fiscal Year

Click in Images to View Screens

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Issue Frequency Schedule

DATE: 10 Mar 96 ISSUE FREQUENCY SCHEDULE AJK-388

SUBMISSION DEADLINE	ISSUE DATE	MEAL (CONSUMPTION) DATES
28 Feb	02 Mar	03 Mar 04 Mar
02 Mar	04 Mar	05 Mar 06 Mar 07 Mar
05 Mar	07 Mar	08 Mar 09 Mar
07 Mar	09 Mar	10 Mar 11 Mar
09 Mar	11 Mar	12 Mar 13 Mar 14 Mar
12 Mar	14 Mar	15 Mar 16 Mar

F3 - PAGE FORWARD F4 - PAGE BACK

Press ESC when finished

Navigation

DFO Command Menu
Menu Production
Shop List Menu
Regular Shopping List



(To Return)

Menu Planning Checklist

DATE: 10 Mar 1996 CHECKLIST INQUIRY AJK-415

Meal Date: (15) (MAR) (1996) Meal: MIN

PRODUCTION SCHEDULE:
Initiated 15 Mar 96
Outside menu printed
Production schedule printed

NUTRIENT ANALYSIS:
Initiated
Dietary menu printed

KITCHEN REQUISITION:
Initiated
Kitchen requisition printed

Press RETURN . . . to continue process.

Navigation

DFO Command Menu
Menu Production
Meal Production Checklist



(To Return)

Current Account Status

DATE: 10 Mar 1996 DFO ACCOUNT STATUS AJK-361

ACTIVITY CODE: 1281NF
ACTIVITY NAME: 1/28 INF BN

CURRENT ACCOUNT STATUS
10 Mar 1996
13:38:13

1. BEGINNING INVENTORY < 30 Jun 1996 >:	\$33148.87
2. PURCHASES < ISSUES >:	\$0.00
3. TOTAL < line 1 + line 2 >:	\$33148.87
4. CURRENT INVENTORY:	\$28786.31
5. ACTUAL EXPENSES < line 3 - line 4 >:	\$4434.56
6. EARNINGS < REACOUNT >:	\$0.00
7. CURRENT STATUS < line 5 - line 6 >:	\$4434.56 OVERSPENT

Press RETURN To Display Fiscal Year Status

Navigation

DFO Command Menu
Inquiries
Account Inquiry



(To Return)

Account Status - FY

DATE: 10 Mar 1996 DFO ACCOUNT STATUS AJK-362
ACTIVITY CODE: 128INF
ACTIVITY NAME: 1/28 INF BN
FISCAL YEAR 1996 TO JUN

MONTH	DATE	UNDER SPENT	OVER SPENT
NOV	11/30/1995		\$2,835.85
DEC	12/31/1995		\$13,985.92
JAN	01/31/1996	\$4,062.00	
FEB	02/29/1996		\$600.84
MAR	03/31/1996		\$14,371.13
APR	04/30/1996		\$3,022.12
MAY	05/31/1996	\$11,102.51	
JUN	06/30/1996	\$1,657.86	
TOTAL		\$16,822.37	\$34,814.96
			\$17,992.59 OVERSPENT

WHEN FINISHED VIEWING DATA, PRESS <ESC>

Navigation

DFO Command Menu

Inquiries

Account Inquiry

Press Return

(To Return)

Menu Planning and Processing - Tools

Management Tools - Continued

- ✓ Earnings and Expenditure Record
- ✓ Headcount Projections
- ✓ Headcount History
- ✓ Recipe Review



E & E Report



Headcount Projections



Headcount History



Recipe Review

Click in Images to View Screens

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Earnings & Expenditure

DATE: 10 Mar 96 EARNINGS AND EXPENDITURES RECORD FOR 1128INF11 AJK-535
Acct Pd: 1 Mar 96 Current Inv: 1 \$28706.31
BDPA: 1 \$5.00
BRK: 1 \$1.00 LUN: 1 \$2.00 DIN: 1 \$2.00 BRN: 1 \$2.25 SUP: 1 \$2.75

DT	DESC	ALM	TOT	CUM	ALM	PERISH	SEMI	TOT	ISS	CUM	TOT
101	DWD	0.00	0.00	784.34	0.00	784.34	784.34				
101	INC	4357.00	4357.00	0.00	0.00	784.34					
102	DWD	0.00	4357.00	903.18	0.00	903.18	1687.52				
102	INC	4523.00	8880.00	0.00	0.00	1687.52					
102	ISS	0.00	8880.00	10413.72	2987.67	13401.44	15088.96				
103	INC	5001.00	13881.00	0.00	0.00	15088.96					
104	INC	5074.00	18955.00	0.00	0.00	15088.96					
104	DWD	0.00	18955.00	580.80	0.00	580.80	15669.76				
104	INC	1.00	18956.00	0.00	0.00	15669.76					
104	DWD	0.00	18956.00	597.35	0.00	597.35	16267.11				

Press ESC . . . when you finish viewing this menu.

Navigation

DFO Command Menu

Inquiries

Account Inquiry

Earnings & Expenditure

(To Return)

Headcount Projections

DATE: 10 Mar 1996 HEADCOUNT PROJECTION INQUIRY AJK-530
ACT CODE: 1281NF Projection period beginning: [10][MAR][1996]

DATE	Mar 10	Mar 15	Mar 22
BREAKFAST	0	0	800
LUNCH	0	100	550
DINNER	0	0	800

Press RETURN to continue or ESC to exit process.

Navigation

DFO Command Menu
Inquiries
Headcount Inquiry
Projected Headcount



Headcount History

DATE: 10 Mar 1996 HEADCOUNT HISTORY INQUIRY AJK-532
ACT CODE: 1281NF History period beginning: [10][MAR][1996]

DATES	10	07	06	05	04	03	02
BREAKFAST:	Adjusted	775	800	800	800	800	750
	Actual	810	825	800	795	805	800
LUNCH:	Adjusted	800	750	700	800	750	700
	Actual	875	725	635	750	725	680
DINNER:	Adjusted	725	800	750	750	750	750
	Actual	750	800	750	740	750	750

Press RETURN to continue or ESC to exit process.

Navigation

DFO Command Menu
Inquiries
Headcount Inquiry
Headcount History



Recipe Review

DATE: 10 Mar 96 RECIPE EXTENSION INQUIRY AJK-513
Recipe Number: [03000] Recipe Name: SHREDDED GROUND BEEF
Portions: [100] Portion Size: 2/3 CUP
Portion Calories: 283 Portion Sodium: 808 Cost: \$0.25

Step	Ingredients	Quantity and Unit of Measure
1	ONIONS, VLM JUMBO	3 CUPS
1	BEEF GROUND, SOY	18 LBS
2	SOUP & GRY BASE BF #2 1/2	6 TBS
2	PEPPER BLACK 1 LB	1 TB
2	FLOUR, WHEAT 100	1 1/2 QTS
3	SALT 5 LB BAG	3 TBS
3	MILK, DRY, NONFAT, 4% B10	2 1/8 QTS
3	UNITED, 0000	2 1/2 CUPS
4	SCE WORCESTERSHIRE 5-10 OZ	2 TBS

Press ESC . . . when you finish viewing this recipe.

Navigation

DFO Command Menu
Inquiries
Recipes
Recipe Extension



Recipe Review - Instructions

DATE: 10 Mar 96 SEE RECIPE INSTRUCTIONS AJK-514

Recipe Number: 301401 Recipe Name: FITNESS BAR

PREPARATION TIME: 30 MIN PRIOR TO SERVING TIME

START QUANTITY: SEE MANAGER

REFRESH QUANTITY: AS NEEDED

TYPE OF PAN: SUITABLE PAN

LOCATION: ON COLD LINE OR FITNESS BAR.

SPECIAL INSTRUCTION: START WITH A SMALL AMOUNT. REFRESH AS NEEDED. SEE MANAGER FOR CERTAIN ITEMS TO BE USED IF NOT ALL ITEMS. THIS FITNESS BAR MENU SHOULD NOT BE SERVED WITH A REGULAR BREAKFAST, BUT TO REPLACE THE REGULAR BREAKFAST.

Press ESC . . . when you finish viewing this recipe.

Navigation

DFO Command Menu

Inquiries

Recipes

Recipe Extension

Recipe Review - SOP

DATE: 10 Mar 96 SEE RECIPE EXTENSION INQUIRY AJK-513

Recipe Number: 301401 Recipe Name: FITNESS BAR

Portions: 100 Portion Size: 8/8

Portion Calories: 70 Portion Sodium: 2 Cost: \$0.60

Step	Ingredients	Quantity and Unit of Measure
	COTTAGE CHEESE 5 LB	2 CO
	CHEESE AMERICAN PROC SL	5 LBS
	MILK SKIM 1/2 PT	96 CO
	YOGURT ASST'D 1/2 PT	96 CO
	BANANAS FRESH	25 LBS
	FRUIT COCKTAIL #10	4 CN
	EGGS SHELL DOZ	8 OZ
	RAISINS #10	4 CN
	CEREAL, ROLL OATS, 18 OZ	4 CO
	TOMATOES FRESH	4 LBS

Press ESC . . . when you finish viewing this recipe.

Navigation

DFO Command Menu

Inquiries

Recipes

Recipe Extension

Menu Planning and Processing - Tools

Management Tools - Continued


✓ BOH Inventory Review


• Sensitive Items


✓ PV Orders Review (Screen)

✓ Projected Account Status

• Displays 8 Days Planned

 BOH Inventory

 PV Order Status

 Projected Account Status

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BOH Inventory

DATE: 10 Mar 96 DINING FACILITY OPERATIONS PCN AJK-PRI
ACT CODE: 128INF DINING FACILITY INVENTORY REPORT

NSN	ITEM NAME	U/I	U/P	BOH
8905-00-044-1954	PIG FEET	LB	.69	0
8905-00-044-1972	PORK ROCKS SMOKED	LB	.64	0
8905-00-080-5565	PASTRAMI, COOKED	LB	2.71	0
8905-00-080-5318	BRATISURST	LB	2.34	0
8905-00-080-5325	SMOCCOURST	LB	2.53	0
8905-00-080-5565	ITALIAN SAUSAGE, HOT	LB	1.59	0
8905-00-080-5556	ITALY SAUSAGE MAINE ROSA	LB	2.33	0
8905-00-080-5895	POLISH SAUSAGE	LB	1.59	40
8905-00-080-6007	CORNISH HEN	LB	1.43	66
8905-00-082-5773	FISH PORTIONS RAW BREADED	LB	2.52	0
8905-00-126-3416	CHICKEN WHOLE	LB	.80	0
8905-00-126-4065	PORK BUTT P2M SHOULDER	LB	.88	0
8905-00-126-8743	PORK SPAREBBS P2M	LB	1.49	0
8905-00-133-5886	QUEEN ROAST, RANICLE	LB	1.60	419
8905-00-133-5887	POT ROAST, SHOULDER	LB	1.28	141

Press RETURN to continue . . .

PAGE 1

Navigation

DFO Command Menu

Inquiries

Inventory Inquiries

Inventory BOH

Prime Vendor Inquiry - Status

DATE: 10 Mar 96 PRIME VENDOR AJK-906
INQUIRY RESULTS
RDD RANGE: 01 Mar 96 TO 10 Mar 96

NSN	ITEM NAME	U/I	UNIT PRICE	VENDOR
8905-01-125-2288	CATFISH FILLET FROZEN	LB	\$ 2.41	

CUSTOMER ID	RDD	DOCUMENT NUMBER	STATUS	QTY
128INF	01 Mar 96	U36N063480037	OS	50

DEPRESS ESCAPE KEY WHEN FINISHED VIEWING DATA

Navigation

DFO Command Menu

Inquiries

Prime Vendor Inquiry

Projected Account Status

DATE: 10 Mar 1996 PROJECTED ACCOUNT STATUS AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[\$28706.311]

DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR
Cur Bal		[\$326985.10]		[*****]	[\$4628.88]
[10]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[11]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[12]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[13]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[14]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[15]	[\$123.83]	[\$327108.93]	[\$200.00]	[*****]	[\$4552.71]
[16]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]
[17]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]

Press ESC when finished

1

Navigation

DFO Command Menu

Menu Production

Shopping List Menu

Projected Acct. Status

Projected Acct. Status - Breakdown

DATE: 10 Mar 1996 PROJECTED ACCOUNT STATUS 6JK-389
 Projected period: [10 Mar 1996] - [17 Mar 1996] DF Inventory Value: [\$28706.31]

DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR
Cur Bal		[\$326985.10]		[*****]	[\$4628.88]
[10]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[11]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[12]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[13]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[14]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[15]	[\$121.93]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]
[16]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]
[17]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]

Press ESC when finished
 [

Expend Today

Portions on Production Schedule
 Recipe Card / MIF / Unit Price
 (Total Cost)

(No Balance)

Earnings Today

Adjusted HC on Production
 Schedule
 BDFA for Meal
 (Total Cost)

Use
 These 2
 Columns
 Only

Menu Planning and Processing - Reports

Management Reports

- ✓ Daily Batch Report
 - Recipe Updates – Menu Updates
- ✓ Prices Update Report
 - TISA Support
- ✓ PV Inquiry (Printed)
 - Check Orders Status
- ✓ Template Reports
 - Number – Description
- ✓ Master Menu
 - IFA Support



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Menu Planning and Processing - Checks

Non-AFMIS Menu Checks

- ✓ Residual Accountability
 - Incorporated Into Menus
- ✓ Training Curve Planning
 - Customer – Unit Support
- ✓ Participation Rate
 - Based on Meal Card Holders
- ✓ Utilization Rate
 - Based on Design Capacity
- ✓ Menu History
 - Popularity – Cost Effectiveness - Marketing




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Menu Planning and Processing - Process

Menu Planning Process – 15 to 20 Days


- ✓ Working Production Schedule
 - Building Database – Mgmt. Tools
- ✓ Create Working Shopping List
 - Costs – NIS Items – Recipe Conversion
- ✓ Projected Account Status
 - Manual vs. Planned



Production Schedule




Shopping List



Projected Account Status

Click in Images to View Screens



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Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402

Meal date: [20]MARI[1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300

PREPARED	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
	P00101	BEEF BARLEY SOUP	1	0	\$0.03	0	0
	L01500	STEAK SMOTHERED W/ ONIO	2	0	\$1.25	0	0
	L11906	FISH AMANDINE	2	0	\$0.18	0	0
	E00500	STEAMED RICE	3	0	\$0.05	0	0
	Q02702	MEXICAN CORN	3	0	\$0.27	0	0
	Q04400	BAKED POTATOES	3	0	\$0.18	0	0
	M01200	COTTAGE CHEESE SALAD	4	0	\$0.73	0	0
	M04000	TOSSED VEGETABLE SALAD	4	0	\$0.08	0	0
	D03200	HARD ROLLS	5	0	\$0.05	0	0
Total meal cost:					\$0.00		

PRESS <ESC> WHEN FINISHED WITH SCREEN

Navigation

DFO Command Menu

Menu Production

Meal Planning

Maintain Production Sch.

Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402

Meal date: [20]MARI[1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300

PREPARED	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
	P00101	BEEF BARLEY SOUP	1	0	\$0.03	0	0
	L01500	STEAK SMOTHERED W/ ONIO	2	0	\$1.25	0	0
	L11906	FISH AMANDINE	2	0	\$0.18	0	0
	E00500	STEAMED RICE	3	0	\$0.05	0	0
	Q02702	MEXICAN CORN	3	0	\$0.27	0	0
	Q04400	BAKED POTATOES	3	0	\$0.18	0	0
	M01200	COTTAGE CHEESE SALAD	4	0	\$0.73	0	0
	M04000	TOSSED VEGETABLE SALAD	4	0	\$0.08	0	0
	D03200	HARD ROLLS	5	0	\$0.05	0	0
Total meal cost:					\$0.00		

PRESS <ESC> WHEN FINISHED WITH SCREEN

Main Line Only

Building a Production Schedule that uses the System

Creates Management Tools if used Correctly

Production Schedule Process

DATE: 10 Mar 1996			PRODUCTION SCHEDULE			AJK-402		
Meal date: [20][MAR][1996]			Adjusted hdt: 500					
Meal type: LUN			Template No:			Serv Pd: 1130 - 1300		
PREPARED	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME	
	P00101	Template Number	0	0	\$0.03	0	0	
	L01500		0	0	\$1.26	0	0	
	L11906		0	0	\$0.18	0	0	
	E00500		0	0	\$0.05	0	0	
	Q02702	Or	0	0	\$0.22	0	0	
	Q04400	Blank = Master Menu	0	0	\$0.18	0	0	
	M01200		0	0	\$0.73	0	0	
	M04000		0	0	\$0.00	0	0	
	D03200	HARD ROLLS	5	0	\$0.05	0	0	
Total meal cost:					\$0.00			
PRESS <ESC> WHEN FINISHED WITH SCREEN								

Building a Production Schedule that uses the System
Creates Management Tools if used Correctly

Production Schedule Process

DATE: 10 Mar 1996		PRODUCTION SCHEDULE				AJK-402	
Meal date: [20][MAR][1996]				Adjusted hdt: 500			
Meal type: LUN		Template No:		Serv Pd: 1130 - 1300			
PREPARED	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
	P00101	REEF BARLEY SOUP	1	0	\$0.03	0	0
	L01500	STEAK SMOTHERED w/ ONIO	2	0	\$1.26	0	0
	L11906	FISH AMANDINE	2	0	\$0.18	0	0
	E00500	STEAMED RICE	1	0	\$0.05	0	0
	Q02702	MEXICAN CORN	0	0	\$0.22	0	0
	Q04400	BAKED POTATOES	0	0	\$0.18	0	0
	M01200	COTTAGE CHEESE	0	0	\$0.73	0	0
	M04000	TOSSED VEGETABLE	0	0	\$0.00	0	0
	D03200	HARD ROLLS	0	0	\$0.05	0	0
			Course - POS				
			And				
			Sequence - Order				
Total meal cost:			\$0.00				
PRESS <ESC> WHEN FINISHED WITH SCREEN							

Building a Production Schedule that uses the System
Creates Management Tools if used Correctly

Production Schedule Process

DATE: 10 Mar 1996		PRODUCTION SCHEDULE		ADJ-402			
Meal date: [20][MAR][1996]		Adjusted hdt: 500					
Meal type: LUN		Template No:		Serv Pd: 1130 - 1300			
PREPARED	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
	P00101	REEF BARLEY SOUP				0	0
	L01500	STEAK SMOTHERED				0	0
	L11906	FISH AMANDINE				0	0
	E00500	STEAMED RICE				0	0
	Q02702	MEXICAN CORN				0	0
	Q04400	BAKED POTATOES				0	0
	M01200	COTTAGE CHEESE				0	0
	M04000	TOSSED VEGETABLE SALAD	0	0	\$0.00	0	0
	D03200	HARD ROLLS	5	0	\$0.05	0	0
Total meal cost:					\$0.00		
PRESS <ESC> WHEN FINISHED WITH SCREEN							

Evaluators ONLY Evaluate Final Production Schedule
This Process Creates a Tool YOU can USE

Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE SPECIAL INSTRUCTIONS AJK-403
Meal date: [15 Mar 1996] Meal type: [LUN]

Why?
(Use Progressive Cooking)
(Clean as You Go)
Is this area being used for
"Effective" Communications?
PRESS <ESC> WHEN FINISHED WITH THIS SCREEN

Shift Leader to Person Assigned Product
Vs.
Management to Shift Concerning Meal

Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE
PROCESS IS COMPLETE AJK-406
FOR:
Meal date: [15 Mar 1996] Meal type: [LUN]


HOW MANY OF THE PRODUCTION SCHEDULE REPORT ARE REQUIRED
AT THIS TIME <0-5>: [0] "0" WILL NOT PRINT
HOW MANY OF THE KITCHEN REQUISITION REPORT ARE REQUIRED
AT THIS TIME <0-5>: [0] "0" WILL NOT PRINT

Created a Tool
PRINT the Production Schedule ONLY.
Copies depend on size of Facility

Typical Dining Facility - 15 to 20 Days Out
Create PS Completely – Portions (SOP = 1 / 0)
Fill in Times – Special Instructions
PRINT – Both Production Schedule and Kitchen Requisition
To Include: Dieter's Menu, Outside Menu, and Recipes

Production Schedule Process

Multiple Reports Printing
Build Database for Consumption Period
Print ALL Working Production Schedules by Day
No Kitchen Requisition is Printed



(Tu Return)

Shopping List - Working

DATE: 01 Mar 96 DINING FACILITY OPERATIONS AJK-384
REGULAR SHOPPING LIST

SHOPPING LIST ISSUE DATE: 15 Mar SUBMISSION DATE: 12 Mar

CONSUMPTION DATES: 15 Mar 16 Mar

MEAL SELECTION REVIEW MUST BE PERFORMED PRIOR TO CREATING A
SHOPPING LIST.

Do you need to review consumption date menus <Y or N>?

Navigation

DFO Command Menu
Menu Production
Shop List Menu
Regular Shopping List



Projected Account Status

DATE: 10 Mar 1996 PROJECTED ACCOUNT STATUS AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[\$28706.31]

DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR
Cur Bal		[\$326985.10]		[*****]	[\$4628.88]
[10]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[11]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[12]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[13]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[14]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[15]	[\$123.83]	[\$327108.93]	[\$200.00]	[*****]	[\$4552.71]
[16]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]
[17]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]

Press ESC when finished
[

Navigation

DFO Command Menu
Menu Production
Shopping List Menu
Projected Acct. Status

Projected Acct. Status - Breakdown

DATE: 10 Mar 1996 PROJECTED ACCOUNT STATUS AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[\$28706.31]

DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR
Cur Bal		[\$326985.10]		[*****]	[\$4628.88]
[10]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[11]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[12]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[13]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[14]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]
[15]	[\$123.83]	[\$327108.93]	[\$200.00]	[*****]	[\$4552.71]
[16]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]
[17]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]

Press ESC when finished
[

Expend Today



Portions on Production Schedule
Recipe Card / MIF / Unit Price
(Total Cost)



Earnings Today

Adjusted HC on Production
Schedule
BDFA for Meal
(Total Cost)


Use
These 2
Columns
Only


AFMIS

Subsistence Planning & Processing

- Management Checks
- Management Tools
- Subsistence Planning
- Subsistence Processing
- Subsistence Receipt



When? 2 to 4 Days Prior to Submission Date
Prior to "Finalizing" Production Schedules






Subsistence Planning & Process - Tools

Management Tools

- ✓ Inventory BOH
 - Increased Inventory
 - Stock Piling - Liability
- ✓ Prime Vendor Orders Review
 - Orders Status
 - Increasing Inventory
 - Additional Orders
- ✓ Projected Account Status
 - Numerous Changes





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Subsistence Planning & Process - Planning

Subsistence Planning

- ✓ Subsistence Checklist
- ✓ Master Item File Review / Research
 - U/I - U/P
 - Description - Pack / Pack Qty
 - Best Price
- ✓ PV Catalog
 - TISA MIF





Checklist



MIF

Click in Images to View Screens


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Subsistence Checklist

```
DATE: 01 Mar 1996      CHECKLIST INQUIRY      AJK-391
Meal date: [15] [MAR] [1996]

MEALS INFORMATION      HEADCOUNT INFORMATION
SELECT                BREAKFAST  LUNCH    DINNER
REGULAR MEALS:
Breakfast             [ ]       [ ]       [ ]
Lunch                 [x]       [ ]       [ ]
Lunch (short order)   [ ]       [ ]       [ ]
Dinner               [ ]       [ ]       [ ]
Dinner (short order)  [ ]       [ ]       [ ]
OPTIONAL MEALS:
Brunch               [ ]       [ ]       [ ]
Supper              [ ]       [ ]       [ ]
Night (dinner)       [ ]       [ ]       [ ]
Night (breakfast)    [ ]       [ ]       [ ]
Generated:           [ ]       [ ]
Released to TISB:    [ ]       [ ]
TISB issue date:     [ ]       [ ]
*No Shopping List has been Generated.
Do you want a printed report <Y or N>?
```

Navigation

DFO Command Menu
Menu Production
Shop List Menu
Checklist Inquiry

(To Return)

MIF Review / Research

```
DATE: 10 Mar 96      MASTER ITEM FILE      AJK-527

National Stock Number
Item Name            *SHRIMP*
Perish Code

TO SELECT ALL ITEMS . . . Press ESC . . . OR
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC . . .
Do you want the output to go to the screen or printer <S/P>?
```

Navigation

DFO Command Menu
Inquiries
Master Item File

MIF Review / Research


```
DATE: 10 Mar 96      DINING FACILITY OPERATIONS      PCN AJK-PZ1
ACT CODE: 1281NF      MASTER ITEM FILE REPORT

NSN                ITEM NAME                U/I      U/P      PC
8905-00-582-4039    SHRIMP P & D TAIL                LB        8.83    P
8905-00-960-2303    SHRIMP BREADED RAW                LB        5.81    P
TOTAL ITEMS: 2
Press RETURN to exit process . . .      END PAGE 1
```

Navigation

DFO Command Menu
Inquiries
Master Item File


(To Return)



Subsistence Planning & Process - Processing

Subsistence Processing

- ✓ Update Shopping Lists - Send
 - Verify / Revise / Substitute
 - Print Additional
 - Delete if NOT Sending
 - Send BOTH





Shopping List

Subsistence Receipt

- ✓ Prime Vendor Receipt Processing
 - Verify / Modify / Add
 - Send - WRITE
 - After Batch - Updates BOH

* Final Production Schedule Process Begins From This Point *

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Shop List Processing

DATE: 10 Mar 96AJK-383

=====

AVAILABLE SHOPPING LISTS FOR 14 Mar 1996

REVIEW & ADJUSTMENTS

=====

ENTER SHOPPING LIST ISSUE DATE:

=====

ENTER ISSUE DATE TO REVIEW OR ADJUST SHOPPING LIST (dd mm yyyy)

Navigation

- DFO Command Menu
- Menu Production
- Shopping List
- "Type" to Update

Shop List Processing

DATE: 10 Mar 96AJK-382

=====

SHOPPING LIST REVIEW AND ADJUSTMENT


Issue Date: [03/14/1996] [PERISHABLE] Submission Date: [03/12/1996]


=====

TIIN	NIS	ITEM DESCRIPTION	U/I	UPR	QUANTITY
[3837910]	[]	ICREAM CHEESE LOAF	[]	[LB] [\$1.21]	[1]
[9264926]	[*]	LETTUCE FRESH	[]	[LB] []	[8]
[0888749]	[]	APPLES EATING FRESH	[]	[LB] [\$0.51]	[2]
[1268748]	[]	BANANAS FRESH	[]	[LB] [\$0.59]	[2]
[6168089]	[]	CAROTS FRESH	[]	[LB] [\$0.94]	[1]
[1268804]	[]	ORANGES, US #1	[]	[LB] [\$0.27]	[2]
[1278271]	[]	PEACH, 2" UP	[]	[LB] [\$0.52]	[2]
[1268805]	[]	PEARS FRESH	[]	[LB] [\$0.50]	[2]
[2528245]	[]	POI, IDAHO 80 SZ	[]	[LB] [\$0.38]	[42]
[5824859]	[]	POTATOES FRESH	[]	[LB] [\$0.72]	[12]
[]	[]				[]
PRESS <ESC> WHEN COMPLETE				TOTAL COST:	[\$31.53]
[* <NIS>: THIS ITEM IS NOT AVAILABLE FOR ISSUE]					


Note NIS Items

Will Receive "Like" Item

 (To Return)






Menu Planning and Processing - Controls




Menu / Subsistence Completion

- ✓ Subsistence Items are Received
- ✓ Items are Checked
- ✓ Verified to Match Planned Meals
- ✓ Production Schedule Process Completed
 - Breakdown Adjusted Headcount – Main / Short Order
 - Set SOP Items to Current Policy
 - Enter Preparation Times
 - Complete Special Instruction
 - PRINT – Production Schedule and Kitchen Requisition




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Menu Planning and Processing - Controls



Menu Management Controls – Cont.

- ✓ Create Additional Production Schedules
 - Production Areas – Corrective Training – OJT Program
- ✓ Create and Print Dieter's Menu
- ✓ Print Outside Menus
- ✓ Print Supporting Recipes
 - Multiple Reports
 - Prints Selected Recipe
 - Recipes are Converted
 - Preparation Standards
 - Ingredient Control
 - Portion Control




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AFMIS



Inventory Planning & Processing


- Management Checks
- Management Tools
- Inventory Procedures
- Inventory Processing



TNET Training




When? Non-Issue Days
Tuesday - Thursday





Inventory Planning and Processing - Guidelines

Management Checks

- ✓ Physical Counts
 - Ensure Items are "Physically Counted"
- ✓ Weekly All Items
 - Prior to Monthly
- ✓ BOH Inventory
 - DO NOT USE
- ✓ Cannot "Cancel" After "Finalize"
- ✓ Two Personnel
 - If Possible – FY Required
- ✓ Once "Started" - Complete





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Inventory Planning and Processing - Checks

Management Tools / Procedures

- ✓ Daily Batch Report
 - Issues to BOH
- ✓ Kitchen Requisitions
 - Processed
- ✓ Transfers
 - Processed







Daily Batch

Kitchen Requisition

Transfers

Click in Images to View Screens


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Daily Batch Process



Navigation

DFO Command Menu

Batch



(To Return)

Kitchen Requisition

DATE: 20 Mar 1996 KITCHEN REQUISITION AND RETURNS AJK-411

Meal Date: [15]MAR[1996] Meal Type: [LJUN]

TIIN	ITEM DESCRIPTION	U/I	EST QTY	ISSUE QTY	RETURN QTY
[0433198]	[EGGS SHELL DOM] [OZ]	[1] [0]	[0]	[0]
[1258449]	[CHEESE NAT CHEDDAR] [LB]	[1] [0]	[0]	[0]
[1263406]	[COTTAGE CHEESE 5 LB] [CO]	[12] [0]	[0]	[0]
[1345274]	[ICE MILK MIX CHOC 1/2 GAL] [CO]	[1] [0]	[0]	[0]
[1395775]	[ICE MILK MIX VAN 1/2 GAL] [CO]	[1] [0]	[0]	[0]
[1516497]	[MILK WHITE 6 GAL] [GL]	[1] [0]	[0]	[0]
[2991346]	[MILK CHOCOLATE 6 GAL] [GL]	[1] [0]	[0]	[0]
[3837910]	[CREAM CHEESE LOAF] [LB]	[1] [0]	[0]	[0]
[1172358]	[LETTUCE FRESH] [LB]	[1] [0]	[0]	[0]
[1268748]	[BANANAS FRESH] [LB]	[2] [0]	[0]	[0]

[Accessing database. Please wait.

Navigation

DFO Command Menu

Meal Production

Maintain Kit. Req.

[To Return]

Inventory Transfers

TRANSFERS : **A** B C D R X
DF to DF

DATE: 10 Mar 96 TRANSFERS MENU Press F8 for Help AJK-424

A - DF TO DF
B - TURN-IN TO TISA
C - DF TO UNIT
D - UNIT TO DF
R - RETURN TO DFO COMMAND MENU
X - EXIT FROM DFO PROCESSING

Navigation

DFO Command Menu

Transfers

DF to DF Transfer

DATE: 10 Mar 1996 DINING FACILITY OPERATIONS AJK-465
ACT CODE: 120INF CREATE DINING FACILITY TO DINING FACILITY TRANSFER
INVENTORY MANAGEMENT

TRANSFER NUMBER: [000] TRANSFER DATE: [10] [03] [1996]
ENTER THE ISSUE TO F8 CODE: []

ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:

TIIN	QUANTITY
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]

After QUANTITY, press RETURN to continue or ESC to complete input.

Buddy System

Not a "Good" Practice

DF and Unit Transfers

```

DATE: 10 Mar 1996      DINING FACILITY OPERATIONS      AJK-473
ACT CODE: 1281NF      INVENTORY MANAGEMENT
                        TRANSFER COMPLETIONS

*****
* THE PHYSICAL TRANSFER HAS TAKEN PLACE AND *
* THE 3161 HARD COPY HAS BEEN SIGNED.      *
*****

ENTER TRANSFER NUMBER: [ ]   ENTER THE TRANSFER DATE: [ ][ ][ ][ ][ ]
[ ]                         DD MM VVVV
[ ]

Acceptable values are U0001 through U999
  
```

Internal

DF to Unit – Never Use

Unit to DF – Not Authorized

(To Return)

Inventory Planning and Processing - Checks

Management Tools / Procedures

- ✓ Report of Survey / Statement of Charges
 - Processed - TISA
- ✓ Prime Vendor Receipts - Status
 - Processed – Dining Facility
 - Processed - TISA
- ✓ Sensitive Items Check
 - Percent Deviation Report
 - Disposition of Subsistence



ROS / SOC



Percent Deviation

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ROS / SOC Process

```

ROS/SOC: 0 1 B R X
Report of survey

DATE: 10 Mar 96      ROS / SOC MENU      Press F8 for Help      AJK-468

A - REPORT OF SURVEY
B - STATEMENT OF CHARGES
R - RETURN TO DFO COMMAND MENU
X - EXIT FROM DFO PROCESSING
  
```

Navigation

DFO Command Menu

ROS / SOC

(To Return)

Disposition of Subsistence

DATE: 10 Mar 96 DISPOSITION OF SUBSISTENCE AJK-431
SELECT ITEMS

ITEM NAME	TIIN	PERCENT DEVIATION	SELECT
CATFISH, FLT BRD SOU	375-4382		
CHERRY PIE, FROZEN	E09-0438		
CHICKEN CUT/UP	965-2128	100.00	
CHICKEN FILLET	114-1457	-27.11	
CHICKEN FILLET 3 OZ BRD	113-8489		
CHICKEN MUGGET	939-4142		
CHICKEN QUARTERED	491-7208		
CHICKEN WHOLE	126-3416	0.00	

PRESS ESCAPE WHEN SELECTION IS COMPLETE

* UNACCOUNTABLE DIFFERENCE WITH A 9 TOTAL AVAILABLE FOR PRODUCTION
Enter X to select item. Press ESCAPE when entry is complete.

Navigation

DFO Command Menu

Inquiries

Inventory Inquiry

Disposition of Subsistence

Inventory Planning and Processing - Processing

Inventory Processing



- ✓ Print Count Sheet
 - Activity Only
- ✓ Physical Counts
 - Actual Counts - No BOH
- ✓ Enter Counts
 - Do Not Reconcile
- ✓ Print Recount Sheets
 - Do the RESEARCH
- ✓ Enter Recounts
 - "New Counts" will be New BOH after "Finalize"
- ✓ Finalize Inventory



Inventory Selections



Inventory Process

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Inventories - Menu

INVENTORY: A B C R X
Weekly

DATE: 20 Mar 96 INVENTORY MENU Press F8 for Help AJK-426

A - WEEKLY
B - MONTHLY
C - CANCEL INVENTORY
R - RETURN TO DFO COMMAND MENU
X - EXIT FROM DFO PROCESSING

Navigation

DFO Command Menu

Inventory

Inventory Process

WEEKLY INVENTORY: **A B C D E R X**
 Print count sheets
 DATE: 20 Mar 96 WEEKLY INVENTORY MENU Press F8 for Help AdjK-458

A - PRINT COUNT SHEETS
 B - ENTER COUNTS
 C - ENTER RECOUNTS
 D - FINAL INVENTORY: (PHYSICAL INVENTORY MUST BE COMPLETE)
 E - PRINT LAST WEEKLY INVENTORY REPORT
 R - RETURN TO WEEKLY INVENTORY ITEMS MENU
 X - EXIT FROM DFO PROCESSING

Follow the Steps
Most Missed Steps
Recount Sheets
Research Discrepancies

AFMIS

Headcount Planning & Processing

Management Tools

Management Reports

Headcount Processing

When? Daily

POS – Download End of Every Meal

Headcount Planning and Process - Guidelines

Management Guidelines

- ✓ No Batch Process
 - Current Account Status
- ✓ Batch Process
 - Earnings and Expenditure Record
- ✓ Adjustments to Headcount
 - Prior to Account Closing
- ✓ Accuracy
- ✓ Unable to Download Headcount

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Headcount Planning and Processing - Tools

Management Tools

- ✓ Current Day / Cash Collected
 - Per Day Cumulative
- ✓ Monthly HC / Cash Collected
 - Start of Account to Current Date - Cumulative
 - Cash Verification

Current Day

Monthly HC

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Daily Headcount

DATE: 20 Mar 1996
ACT CODE: 1201NF
MEAL DATE: 15 Mar 1996

	SIX	PD	PRO	SMR	DMR	FOOD COST	OMA FUNDS
BREAKFAST:							
LUNCH:	1	0	0	2	0	\$2.25	\$0.50
DINNER:							
BRUNCH:							
SUPPER:							
NIGHT MEAL CD:							
NIGHT MEAL CD:							

To Exit the screen, press ESCAPE
Press F3 to scroll backward; F4 to scroll forward

Navigation

DFO Main Menu
Headcount Maintenance
File Inquiry

Monthly Headcount

DATE: 20 Mar 1996
ACT CODE: 1281NF
MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY
CURRENT CASH ON HAND
FOOD COST: \$78.25
OMA FUNDS: \$0.50

	HEADCOUNT						CASH COLLECTED		
	TOTAL	SIX	PD	PRO	SMR	DMR	TOTAL	PD COST	OMA FUNDS
BREAKFAST:	4835	2910	1925	0	0	0	\$0.00	\$0.00	\$0.00
LUNCH:	4393	2346	2095	0	2	0	\$2.25	\$2.25	\$0.50
DINNER:	4550	2410	2140	0	0	0	\$0.00	\$0.00	\$0.00
BRUNCH:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
SUPPER:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
NIGHT BRK:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
NIGHT DIN:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

Do you wish to print this screen? Enter Y/yes or N/no

Navigation

DFO Main Menu
Headcount Maintenance
File Inquiry

Headcount Planning and Processing - Reports

Management Reports

- ✓ Daily HC Report
 - 3 Day Report
- ✓ Headcount by Meal
- ✓ Automated Headcount Report
- ✓ FY Cash / Serial Number Report

Reports Menu

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Headcount Reports Menu

REPORTS: A B C D E X
AHC Headcount Report

DATE: 28 Mar 96 REPORTS MENU Press F8 for Help A/JK-033

```

A - DAILY HEADCOUNT REPORT
B - REPRINT HEADCOUNT / CASH COLLECTED REPORT
C - REPRINT CASH TURN-IN VOUCHER REPORT
D - AHC HEADCOUNT REPORT
E - RETURN TO HEADCOUNT MAINTENANCE MENU
X - EXIT FROM DFO PROCESSING
          
```

Navigation

DFO Main Menu

Headcount Maintenance

Reports

Headcount Planning and Processing - Processing

Headcount Processing

- ✓ Headcount / Cash Collected
 - Import - Adjustments
- ✓ Cash Collection
 - Cash Voucher
 - Closing Cash Voucher
- ✓ Reset Voucher Numbers

Headcount / Cash Cash Voucher Reset

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Headcount / Cash Collected

OPTIONS: HEADCOUNT SCREEN ALC SCREEN NEXT MEAL PRINT REPORT RETURN
RETURN TO THE HC SCREEN TO ENTER ADJUSTMENTS FOR THIS MEAL

DATE: 20 Mar 1996 HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AJK-012

MEAL DATE: 15 MAR 1996 MEAL TYPE: LUN

ACTIVE ARMY	1	ROTC	0
ACTIVE US AIR FORCE	0	US NAVY RESERVES	0
ACTIVE US NAVY	0	AIR NATIONAL GARRD	0
ACTIVE US MARINES	0	US MARINE RESERVES	0
ALLIED NATIONS MEALS	0	AIR FORCE RESERVES	0
ARMY	0	OTHERS	0
USAR	0	MRE	0
US ARMY (MHP)	0	PRO ACTION	1
TOTAL SIX HEADCOUNT		1	
CASH	BUFFET	A LA CARTE	PAYROLL DEDUCTION
STANDARD	1	1	STANDARD
DISCOUNT	0	0	DISCOUNT
TOTAL HEADCOUNT		3	

Navigation

DFO Main Menu

Headcount Maintenance

Files Maintenance

Headcount / Cash Collected

DATE: 03/20/1996 POS HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AJK-066

MEAL DATE: 15 MAR 1996 MEAL TYPE: LUN

MEAL OVER/SHORT AMOUNT: \$0.00

CLASSIFICATION	HEADCOUNT	TOTAL AMOUNT	FOOD COST	OPERATING EXPENSE
SMR	1	0.00	\$0.00	\$0.00
DMR				
P/D SMR				
P/D DMR				

CLASSIFICATION	HEADCOUNT ADJUSTMENT	AMOUNT ADJUSTMENT	ADJUSTED HEADCOUNT	ADJUSTED AMOUNT
SMR				
DMR				
P/D SMR				
P/D DMR				
O/S				

PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE

Adjustments

Headcount

Cash Amounts

Headcount / Cash Collected

DATE: 03/20/1996 POS HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AJK-067

MEAL DATE: 15 MAR 1996 MEAL TYPE: LUN

MEAL OVER/SHORT AMOUNT: \$0.00

CLASSIFICATION	HEADCOUNT	TOTAL AMOUNT	FOOD COST	OPERATING EXPENSE
SMR	1	0.00	\$0.00	\$0.00
DMR	0	0.00	\$0.00	\$0.00
P/D SMR	0	0.00	\$0.00	\$0.00
P/D DMR	0	0.00	\$0.00	\$0.00

TRANSACTION	ADJUSTMENT	SOURCE	TYPE	HEADCOUNT	AMOUNT
DATE					
03/17/1996	N	dfoi	SMR	1	\$0.00

Adjustments

Transactions

Until Account is Closed

(To Return)

Cash Collection Voucher

CASH COLLECTION ENTRY FORM
DINING FACILITY CASH TURN-IN VOUCHER NO: 43 AJK-014

DATE PREPARED	DESCRIPTION	PURPOSE	AMOUNT
28 Mar 1996	GARRISON	FOOD COST	\$78.25
	OMA	INSTL. ALLOT.	\$0.50
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <	\$0.00 >
	FIELD OPERATIONS	FOOD COST	\$0.00
	OMA	INSTL. ALLOT.	\$0.00
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <	\$0.00 >

PERIOD OF CASH TURN-IN: FROM 1 11 11 1 TO 1 11 11 1
TURN-IN INCLUDES SHEETS
BOOK NO.

Navigation

DFO Main Menu

Headcount Maintenance

Files Maintenance

Voucher Close-Out

DATE: 28 Mar 1996 CASH TURN-IN FILE MAINTENANCE AJK-029

THE FOLLOWING INFORMATION IS ON FILE FOR THE PREVIOUSLY ENTERED VOUCHER NUMBER:

VOUCHER NUMBER : 43
FOOD COST : \$118.75
OMA INSTL. ALLOT. : \$0.00
DATE GENERATED : 04 Mar 1996

ENTER THE FOLLOWING INFORMATION:

FINANCE AND ACCOUNTING VOUCHER NUMBER:
DATE OF TURN-IN: 1 11 11 1

PRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED

Close the Loop

Ensure Vouchers are Closed-Out

Reset Numbers

DATE: 28 Mar 96 AJK-013

***** WARNING *****

This menu selection is to be executed only at FISCAL year-end after all headcount, cash turn-ins, inventories, transfers and subsistence turn-ins for the old year are completed, and before any of these actions for the new FISCAL year are entered. The process resets the serial numbers for your cash turn-ins, inventories, transfers and subsistence turn-ins. The FY End Cash and Serial Number Report is produced from this process. It must be retained for 24 months.

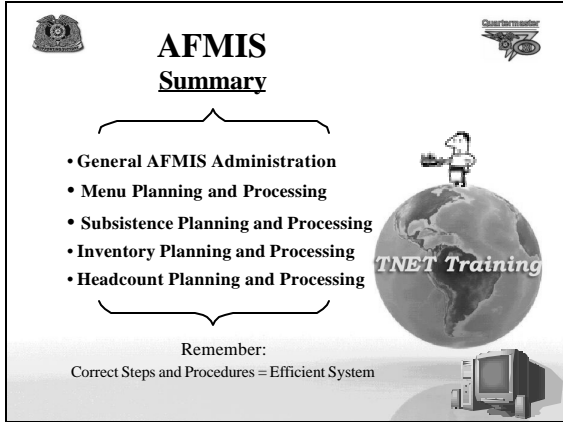
Press RETURN to continue process or press DEL to cancel.

Navigation

DFO Main Menu

Headcount Maintenance

Files Maintenance

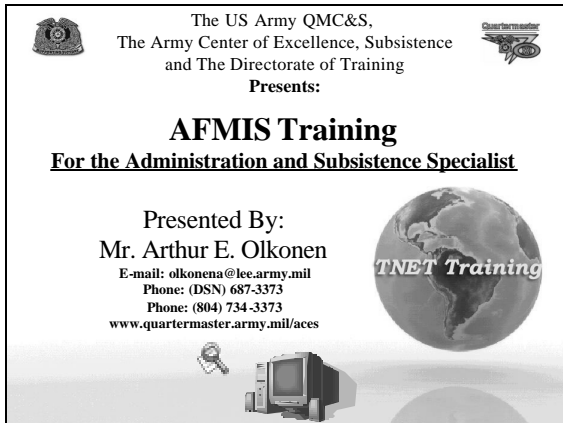


**AFMIS
Summary**

- General AFMIS Administration
- Menu Planning and Processing
- Subsistence Planning and Processing
- Inventory Planning and Processing
- Headcount Planning and Processing

Remember:
Correct Steps and Procedures = Efficient System

TNET Training



The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:

AFMIS Training
For the Administration and Subsistence Specialist

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